

# PATENTS

Use this subject for correspondence and supporting material pertaining to inventions, patents, licenses, and copyrights.

Disposal Authority:  
Job No. NC1-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PAT	PATENTS	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Abandoned Patents</u>	Use for applications, correspondence, and related material.	(Item 116b) Destroy 17 years after abandonment. EXCEPTION: Where application is parent of other applications, destroy 17 years after last application in chain has become abandoned, or when last patent granted on a dependent application has expired, whichever is later.	(Item 116b) Destroy 17 years after abandonment. EXCEPTION: Where application is parent of other applications, destroy 17 years after last application in chain has become abandoned, or when last patent granted on a dependent application has expired, whichever is later.
2	<u>Copyrights</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-1	Agency Policy		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3	<u>Granted Patents</u> (Case file by patent number)	Use for applications, correspondence, and related material.	(Item 116a(1)) Destroy 17 years after issuance of patent.	(Item 116a(1)) Destroy 17 years after issuance of patent.
4	<u>Interference Files</u>		(Item 116c) Destroy after all application files (patented or later abandoned) involved in the interference are destroyed.	(Item 116c) Destroy after all application files (patented or later abandoned) involved in the interference are destroyed.
5	<u>Licenses</u>	Use for correspondence, applications, progress reports, and copy of the license.	(Item 116d(1)) ARS-Office for Cooperative Interactions: Destroy 1 year after cancellation of license or expiration of patent.	(Item 116d(2)) Destroy upon cancellation of license or expiration of patent.
6	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
7	<u>Seal Copy</u>		(Item 116a(2)) Destroy when no longer needed for administrative use.	(Item 116a(2)) Destroy when no longer needed for administrative use.